Job Aid: View CCF Budget and Expenditures in MiSACWIS

CCF budget forms and expenditure reports are viewed on the CCF Forms tab in MiSACWIS. To view a CCF budget and/or expenditures:

1. Log into MiSACWIS.
2. On the Home screen, click the Child Care Fund tab.
3. Click the CCF Forms secondary tab.
4. From the drop-down list, select the fiscal year for which you want to view the CCF budget and/or expenditures.

5. Scroll down the screen to find the item(s) you want to view.
6. Click select next to an item to view it.

7. Click the Cancel button or the Close button (depending on which type of item you are viewing) at the bottom of the screen to close the item when you have finished viewing it.